

Mobile Devices & Secure Space

Per Sandia National Laboratories Policy SS008, *Control Access to Information and Facilities*, and Policy IT004, *Manage Controlled Electronic Devices and Media*, you must not enter or traverse any **Secure Space** with a **mobile device** at any time. Any mobile device brought into a **limited area** must have Bluetooth and WiFi disabled, and may not be left unattended unless it is placed in an **approved storage** location.

What is a **mobile device**?

A **mobile device** is any portable computing device that has a small, easily carried form factor, possesses onboard sensors that allow the device to capture audio or video information, does not utilize a desktop operating system safeguarded by a NNSA Cyber Security Program, is designed to **operate wirelessly**, possesses local, non-removable **data storage**, and that is powered-on for extended periods of time with a self-contained power source.

Examples include, but are not limited to: **smart phones, tablets, smart watches & fitness trackers, e-readers, and gaming systems**. It is **your responsibility** to understand the capabilities of any device you bring onto Sandia-controlled premises. **If in doubt, leave it out.**

What is a **Secure Space**?

Secure space includes all vault-type rooms (VTRs), special designated areas, and areas requiring recurring technical surveillance countermeasures (TSCM) services and limited areas (LAs), or any portion thereof, to include an individual room within which any national security system (NSS) is physically present. Mobile devices are prohibited in Secure Space.

Any mobile device brought into a limited area must not be left unattended in **any location** except for one marked as an **approved storage location**. You must place your mobile device in one of these designated locations before entering Secure Space.



What is an **approved storage** location?

They are the only authorized areas to store a mobile device. They are marked with specific signage and language identifying them as approved storage for all mobile devices.

These locations may be located outside of a limited area building, or inside the building in a **common area**, such as a foyer or lobby. You **must not** traverse Secure Space to reach an approved storage location; make sure you know where to enter your building if you have a mobile device. **If in doubt, leave it out.**

Some locations may still have legacy device storage; these are not authorized to store your mobile device. Approved storage is always clearly signed. **If it is not, then the storage is not approved;**

Can mobile devices be brought into the **limited area**?

Members of the Workforce may bring mobile devices into areas up to and including limited areas, but such devices must never be brought into Secure Space, or any location designated as a Vault-Type Room (VTR), Special Access Program Facility (SAPF), or a Secure Compartmented Information Facility (SCIF).

Can visitors bring their mobile devices into limited areas?

Only Sandia Members of the Workforce, DOE Albuquerque Complex Staff and visitors associated with Executive Protocol, Communications, and the Sandia Field Office/DOE are permitted to bring their mobile devices into a limited area. Visitors to Sandia (other than those covered above) or any other person not considered a MOW (i.e., certain subcontractor personnel) are not permitted to bring their mobile devices into limited areas.

Can I bring my mobile device inside a limited area building?

Mobile devices may be permitted into a limited area not marked as a Secure Space. It is your responsibility to ensure you do not enter Secure Space with a mobile device.

In some instances, entire buildings may be designated as Secure space. In these instances your mobile device may not be allowed inside the building or may only be allowed inside the immediate entrance to an approved storage location. Secure Space signs will clearly mark where Secure Space begins.

In some buildings mobile devices may be allowed more widely. In these instances only Sandia-managed mobile devices are allowed in office spaces. Personally owned devices are only allowed in *common areas*. No mobile devices are authorized to enter anywhere categorized as a Secure Space, VTR, SAPF or SCIF.

Sandia-managed mobile devices may be taken anywhere in limited areas not categorized as a Secure Space, VTR, SAPF, or SCIF. These areas include spaces such as offices and touchdown spaces where classified discussions may or may not occur. Devices in offices or similar areas **must be removed** and stored in approved storage prior to discussing classified information.

Personally owned mobile devices are only allowed in limited area common areas not categorized as Secure Space. Common areas may include building hallways, restrooms, break rooms, designated storage locations, and outdoors in the limited area.

Can I use my mobile device within a limited area?

Mobile devices may be used where allowed in accordance with their intended consumer use if that use does not violate requirements in any Sandia policy. Devices in a limited area must not utilize Bluetooth or WiFi, and use of these devices must not result in the disclosure or capture of classified or sensitive information; disrupt work; hinder an individual's ability to hear announcements; impact employee safety; violate policy on waste, fraud, and abuse; or capture audio or visual information on personnel or their activities without their documented full knowledge and consent.

Users of personally owned mobile devices are **not allowed** to activate the recording capabilities (such as the camera or microphone) to acquire audio or visual images inside a Sandia limited area at **any time**.

If you choose to bring your mobile device onto Sandia-controlled premises you assume the risk for the device and its use while on the premises. **Sandia is not responsible for loss, damage, or theft of personally owned mobile devices or data resulting from the device being present, in use, or confiscated at Sandia National Laboratories.**

I accidentally brought my mobile device into Secure Space. What should I do now?

Any violation of the restriction on mobile devices must be immediately reported to the Security Incident Management Program (SIMP). Report via telephone by calling 505-845-1321 or 321 from a Sandia landline.

With SRN access, reporting can also be completed online at simp.sandia.gov.

NOTE: These policies are **ONLY APPLICABLE to Sandia National Laboratories**. If accessing other locations (e.g., **Kirtland AFB at SNL/NM**, **LLNL at SNL/CA**, or **any other DOE sites**), additional restrictions may apply.



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